



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 1710.42A
BMWR
18 JUL 1994

BASE ORDER 1710.42A

From: Commanding General
To: Distribution List

Subj: MORALE, WELFARE AND RECREATION (MWR) ADVISORY BOARD AND SPECIALIZED ADVISORY COMMITTEES

Ref: (a) MCO P1700.27 (NOTAL)
(b) BO 5224.1

Encl: (1) MWR Singles' Advisory Board
(2) Golf Committee Instructions
(3) Equestrian Committee Instructions
(4) MWR Staff Noncommissioned Officers' Advisory Board
(5) Youth Activities Advisory Board

1. Purpose. To set forth the composition and duties of the Marine Corps Base, Camp Lejeune MWR Advisory Board and of those specialized advisory committees operating under the cognizance of the Base's MWR Department.

2. Cancellation. BO 1710.42.

3. Summary of Changes. This Order has been completely revised and should be read in its entirety.

4. Information

a. In keeping with BO 5224.1, all MWR Advisory Boards and specialized advisory committees will identify quality of life issues and customer requirements in a wide range of functional areas. Each board and committee cited herein will provide information to the Quality of Life Steering Group chaired by the Commanding General, Marine Corps Base via the Assistant Chief of Staff, MWR.

b. Reference (a) guides the operations of MWR and requires establishment of an MWR Advisory Board. Reference (b) establishes the MWR Advisory Board for Marine Corps Base, Camp Lejeune, and it also establishes other related boards, councils, and committees for the express purpose of improving the quality of life at Camp Lejeune.

c. All previously established boards, councils, and committees regarding MWR activities have been disestablished except for those listed below. As the need arises, other specialized advisory boards may be established.

Retained boards, councils, and committees:

MWR Advisory Board
MWR Singles' Advisory Board
Golf Committee
Equestrian Committee

Commissioned Officers' Club Advisory Group
Staff Noncommissioned Officers' Club Advisory Board
Enlisted Clubs Advisory Group
MWR Staff Noncommissioned Officers' Advisory Board
Youth Activities Advisory Board

5. Morale, Welfare and Recreation Advisory Board

a. Duties. The Board shall provide command-level advice to the Commanding General. Such advice shall be intended to communicate and further the needs and desires of all personnel and commanders regarding the MWR program at Camp Lejeune. Matters before the Board will be considered for inclusion in future operations and program policies.

b. Composition

(1) The Board shall be chaired by the Chief of Staff, Marine Corps Base.

(2) The Assistant Chief of Staff, MWR, Marine Corps Base, shall serve as a member and shall be the alternate chairman.

(3) In keeping with the importance of the program, each member shall be a senior field grade officer or senior staff noncommissioned officer.

(4) Commands listed shall appoint, at a minimum, one member each. If both officer and enlisted representation are desired, each command may appoint a second member. Nominations shall be made to the Commanding General, Marine Corps Base (AC/S, MWR):

Command Element, II Marine Expeditionary Force
2d Marine Division
2d Marine Expeditionary Brigade
2d Force Service Support Group

(5) The Commanding Officers of the Naval Hospital and Naval Dental Center shall appoint one member each.

(6) The Marine Corps Base Sergeant Major shall be a member.

(7) Other persons may be called to sit at specific meetings when matters within their purview are included in the agenda.

c. Meetings. The Board shall meet at the call of the chairman, normally quarterly during March, June, September, and December.

d. Quorum. Attendance of the chairman (or alternate) plus a member from three other commands shall constitute a quorum. All members will attend unless excused by the chairman. Substitutes may be used with the chairman's advance concurrence.

e. Agenda. Items appropriate for consideration by the Board shall be submitted to the Commanding General (AC/S MWR) as called for in the meeting

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notification (generally about two weeks prior to meeting). All agenda items will be compiled and distributed to members one week before the meeting date.

f. The Assistant Chief of Staff, MWR, Marine Corps Base, will provide the means to record and publish a summary of each meeting's business. This summary will be furnished to the Commanding General, all members, the commands represented on the Board, and other tenant commands at Camp Lejeune.

6. Specialized Advisory Committees

a. An advisory board to address MWR programs for unmarried personnel is established by enclosure (1).

b. A Golf Committee is established by enclosure (2).

c. An Equestrian Committee is established by enclosure (3).

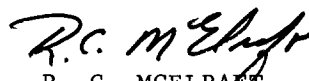
d. An Advisory Board comprised of staff noncommissioned officers, and for the purpose of addressing MWR issues affecting all enlisted personnel at Camp Lejeune, is established by enclosure (4).

e. A Youth Activities Advisory Board is established by enclosure (5).

f. Establishment of advisory groups for the various clubs shall lie within the constitutions and bylaws of those clubs published as Base orders in the 1746 series.

7. Action. The Camp Lejeune MWR Advisory Board and MWR specialized advisory committees formed under this Order will perform their duties per the references and this Order.

8. Concurrence. This Order has been coordinated with and concurred in by the Commanding Generals, II Marine Expeditionary Force, 2d Marine Division; 2d Marine Expeditionary Brigade; 2d Force Service Support Group; and the Commanding Officer, Marine Corps Air Station, New River.



R. C. MCELRAET
Acting Chief of Staff

DISTRIBUTION: B

MWR SINGLES' ADVISORY BOARD

1. The MWR Singles' Advisory Board is a specialized committee of the MWR Department. The Board will serve as a conduit to bring the ideas, comments, and suggestions from single Marines and Sailors regarding MWR programs and the quality of single life at Camp Lejeune to the attention of the Assistant Chief of Staff, MWR.
2. The Board will be composed of the following members:
 - a. The Assistant Chief of Staff, MWR, as chairman.
 - b. Four unmarried Marines or Sailors of the rank of corporal/petty officer third class or below from each of the following commands:

Command Element, II Marine Expeditionary Force
2d Marine Division
2d Force Service Support Group
 - c. One unmarried Marine or Sailor of the rank of lance corporal/seaman or below from each of the following commands:

Marine Corps Air Station, New River (at Commanding Officer's discretion)
Headquarters and Support Battalion, Marine Corps Base
Naval Hospital
Marine Corps Service Support Schools, Marine Corps Base
School of Infantry, Marine Corps Base
Marine Corps Engineer School, Marine Corps Base
 - d. Representatives of the MWR Department as follows:

Recreation Director
Food and Hospitality Director
Retail Director
Services Director
Marketing Director
Operations Officer
3. The Board shall meet bimonthly or more frequently at the call of the chairman.
4. The chairman shall solicit nominees from the commands represented as vacancies occur. Care should be taken to make the membership reflective of the makeup of the young, unmarried, active duty population of Camp Lejeune.

ENCLOSURE (1)

GOLF COMMITTEE INSTRUCTIONS

1. The Golf Committee is a specialized advisory committee of the Camp Lejeune MWR Department. The Committee is responsible for:

a. Advising the Recreation Director on matters pertaining to the operation, management, and condition of the Paradise Point golf complex.

b. Meeting at the call of the chairman and submitting reports of each meeting's business to the Recreation Director. Copies of committee minutes will be provided to each member and to each major tenant command.

c. Making recommendations regarding:

(1) Any facet of the operation, management, and condition which, in the opinion of the committee, will improve the Paradise Point golf complex, to include the snack bar.

(2) Rules of play, using the rules established by the U.S. Golf Association as a guide.

(3) Supervision of play and enforcement of rules, including interpretation of published rules of play in cases of dispute.

(4) Suspension of the privilege of using the golf course facilities for any person who is guilty of frequent or flagrant violations of the rules and regulations governing the golf course, including breaches of proper golf etiquette.

(5) The long range facility improvement plan.

(6) Entries to be included in a calendar of tournaments and special events to be conducted at the Paradise Point golf course.

2. The Golf Committee will be composed of the following members:

a. Chairman, appointed by the Commanding General, to serve until relieved by the Commanding General.

b. One active duty member (officer or enlisted) each from Marine Corps Base; 2d Marine Division; and 2d Force Service Support Group.

c. One representative from Marine Corps Air Station, New River (at Commanding Officer's discretion).

d. *The Golf Course Manager.

e. *The Leisure Activities Director.

f. *A representative of the Food and Hospitality Director.

ENCLOSURE (2)

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g. *One representative from each golf association operating with the sanction of the Commanding General (current associations are the Paradise Point Men's Golf Association and Women's Golf Association).

*Nonvoting members.

3. The chairman may appoint subcommittees as necessary. Chairmen of subcommittees will be committee members. The Golf Course Manager or his designated representative will serve as an ex officio, nonvoting member of all subcommittees. Other subcommittee members may come from committee membership or other sources external to it.

4. Separate golf associations, such as a women's or men's association, may be established for the purpose of promoting competition and matches. All such organizations must have the sanction of the Commanding General. These associations will be responsible to the Golf Course Manager for the conduct of their events.

5. Those commands assigned or authorized Golf Committee membership will submit names of personnel assigned to the Committee to the Commanding General, Marine Corps Base (AC/S, MWR) for delivery to the chairman. Each person assigned should be a frequent participant in Paradise Point golf activities, have a good knowledge of the game, and have an active interest in golf.

6. The Golf Course Manager will be notified immediately of any complaint or violation reported to the chairman or other members of the Committee.

7. The Recreation Director will provide administrative assistance to the Golf Committee. Assistance will include providing a secretary for scheduled meetings and for typing and distributing meeting minutes.

8. The Golf Committee normally shall meet quarterly at the Paradise Point Golf Clubhouse, at the call of the chairman. Replacements for voting members who are unable to attend should be designated by that member's command. A quorum shall consist of 51% of the voting members and must include the chairman or designated replacement. The chairman will be included when determining presence of a quorum; however, the chairman will vote only in the case of a tie.

ENCLOSURE (2)

EQUESTRIAN COMMITTEE INSTRUCTIONS

1. The Equestrian Committee is a specialized advisory committee of the Camp Lejeune MWR Department. The Committee is responsible for:

a. Advising the Recreation Director on matters pertaining to the operation, management, and condition of the stables.

b. Meeting at the call of the chairman and submitting reports of each meeting's business to the Recreation Director. Copies of committee minutes will be provided to each member and to each major tenant command.

c. Making recommendations regarding:

(1) Any facet of the operations and management which, in the opinion of the Committee, will improve the service.

(2) Types of boarding options.

(3) User fee schedules.

(4) Hours of operation.

(5) Type and scope of services.

(6) Enforcement of rules to include suspension of privileges to use the facilities for patrons who frequently or flagrantly violate the rules and regulations.

(7) The long range facility improvement plan.

(8) The calendar of events to include shows, clinics, rodeos, and other related presentations.

2. The Equestrian Committee will be composed of the following members:

a. Chairman, appointed by the Commanding General, to serve until relieved by the Commanding General.

b. One active duty member (officer or enlisted) each from Marine Corps Base; 2d Marine Division; 2d Force Service Support Group; and the Command Element, II Marine Expeditionary Force. Appointees should be knowledgeable equestrians who utilize the stables on a routine basis.

c. One representative from Marine Corps Air Station, New River (at Commanding Officer's discretion).

d. The Base Veterinarian.

e. *The Leisure Activities Director.

ENCLOSURE (3)

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f. *The Stables Manager.

*Nonvoting members.

3. The chairman may appoint subcommittees as necessary. Chairmen of subcommittees will be committee members. The Stables Manager or a designated representative will serve as an ex officio, nonvoting member of all subcommittees.

4. Those commands assigned Equestrian Committee membership will submit names of personnel assigned to the committee to the Commanding General, Marine Corps Base (AC/S, MWR) for delivery to the chairman.

5. The Recreation Director will provide administrative assistance to the Equestrian Committee. Assistance will include providing a secretary for scheduled meetings and for typing and distribution of meeting minutes.

6. The Equestrian Committee normally shall meet quarterly at the stables at the call of the chairman. Commands shall send a substitute when members cannot attend a meeting. A quorum shall consist of 51% of the voting members and must include the chairman or designated replacement. The chairman will be included when determining presence of a quorum; however, the chairman will vote only in the case of a tie.

ENCLOSURE (3)

MWR STAFF NONCOMMISSIONED OFFICERS' ADVISORY BOARD

1. The MWR Staff Noncommissioned Officers' Advisory Board is a specialized committee of the MWR Department. The board will serve as a forum for staff noncommissioned officers to address MWR issues which affect all enlisted personnel at Camp Lejeune.
2. The Board will be composed of the following members:
 - a. The Assistant Chief of Staff, MWR, as chairman.
 - b. One staff noncommissioned officer from the following command:
Command Element, II Marine Expeditionary Force
 - c. One sailor in the rank of petty officer first class or above from the following command:
Naval Hospital
 - d. Four staff noncommissioned officers from the following command:
2d Marine Division
 - e. Three staff noncommissioned officers from each of the following commands:
2d Force Service Support Group
Marine Corps Base
 - f. Representatives of the MWR Department as follows:
Recreation Director
Food and Hospitality Director
Retail Director
Services Director
Marketing Director
Operations Officer
3. The Board shall meet quarterly or more frequently at the call of the chairman.
4. The chairman shall solicit nominees from the commands represented as vacancies occur.

ENCLOSURE (4)

YOUTH ACTIVITIES ADVISORY BOARD

1. The Youth Activities Advisory Board is a specialized board of the MWR Department. The Board is responsible for ensuring the provisions of MCO 1710.35A are implemented. Duties of the Board include:

a. Serving as advocates for youth programs pertaining to the development and well-being of youth.

b. Making recommendations to the Commanding General on matters pertaining to youth.

c. Maintaining liaison with appropriate staff sections and local youth services agencies regarding programs, facilities, and activities necessary to support the youth of Camp Lejeune.

d. Making recommendations on enforcement of rules, to include suspension of privileges to use the facilities and programs for patrons who frequently or flagrantly violate the rules and regulations.

2. The Youth Activities Advisory Board will be composed of the following members:

a. The Director, Recreation Division, as chairman.

b. The Director, Community Services Branch of the Recreation Division, as alternate chairman.

c. One active duty member (senior officer or senior enlisted) from each of the following commands:

Command Element, II Marine Expeditionary Force
Marine Corps Base
2d Marine Division,
2d Force Service Support Group
Marine Corps Air Station, New River

d. Naval Hospital representative.

e. Base Chaplain's Office representative.

f. Provost Marshal's Office representative.

g. Camp Lejeune Dependents' Schools representative.

h. Base Scouting Coordinator.

i. Family Advocacy Program representative.

ENCLOSURE (5)

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- j. *Youth Activities Director, Camp Lejeune.
 - k. *Youth Sports Director, Camp Lejeune.
 - l. Youth Activities representative, Marine Corps Air Station, New River.
 - m. *Devilfish Swim Team Advisory Board representative.
 - n. Commissioner of each of the following sports leagues:
 - (1) Youth Soccer
 - (2) Youth Football/Cheerleading
 - (3) Youth Baseball/Softball
 - (4) Youth Basketball
 - o. Young Americans Bowling Alliance Board of Directors representative.
 - p. *Onslow County Youth Services representative (consistent with the desires of the Onslow County Youth Services Director).
- * Nonvoting members.
3. The Youth Activities Advisory Board will meet quarterly, or on call of the chairman. Attendance of the chairman (or alternate chairman) plus a majority of the voting members will constitute a quorum. The chairman will be included when determining presence of a quorum, however, the chairman will vote only in the case of a tie. All members will attend unless excused by the chairman. Substitutes may be used with the chairman's advance concurrence. Agenda items appropriate for discussion by this Board will be submitted to the chairman as called for in the meeting notification. An agenda will be compiled and distributed to members one week prior to the scheduled meeting.

ENCLOSURE (5)